

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

Minutes of the Meeting of the Higher Education Foundation Programme Board of Studies held on 27 January 2006.

Present: Prof. R Lindley (Chair), Dr K Flint, Dr M Joy, Prof. T Kemp, Dr H Nesi, Mr L Nuttall, Mr N Parmar, Dr J Robinson, Mr A Preshous, Ms J Siddle, Mr P Smart, Ms S Starley, Mr H Waldron

Apologies: Ms Y Merali, Ms J Preshous, Dr M Skinner

In Attendance: Ms H Johnson

10/2005-6 Membership: Welcome to the new Chair

Professor Lindley was welcomed to the HEFP in his position of Chair of the HEFP Board of Studies.

RECEIVED:

Professor Lindley introduced his role as the new pro-vice-chancellor with specific responsibilities for Equal Opportunities and International Affairs and he reiterated the support within the University for the HEFP and welcomed the opportunity for collaboration with the colleges.

11/2005-6 Minutes

RESOLVED:

That the Minutes of the meeting held on 21 October 2005 be approved following the addition of '18' in Minute 6/2005-6, therefore the Minute should read, 'Received: A copy of the current form sent to all under-18-year-old students on application to the HEFP (HEFP 8/2005-6)'.

12/2005-6 Matters Arising on the Minutes

Minute: 20/04-05 (d) refers: Access to the on-line library resources has not been resolved satisfactorily and Professor Lindley agreed to investigate with a view to enabling teaching staff on the HEFP to have access to on-line library facilities.

Minute: 22/04-05 refers: Referring to the comparison in performance between the Hong Kong students and the PR China students currently studying at Stratford-upon-Avon College, Mr Waldron noted that the

students from HK performance in the Part 1 examinations was 20% higher on average. It was noted that the reasons for this could include familiarity with the method of study and a wider exposure to English prior to the HEFP.

Minute: 23/04-05 refers: Some students did still have a poor attendance record and it was reported that a group of Law students had been asked to attend the University on 3 February regarding this issue in respect of academic progress and possible problems with future student visa applications. The problem of attendance affects most subjects areas and it was noted that in most cases poor attendance would affect the final examination results. College staff do have procedures for poor attendance and attendance is included on the transcript that is sent to university admissions on completion of the HEFP. Recommended: All students are reminded of the importance of full attendance.

13/2005-6 Law Quinquennial Review

REPORTED:

That materials for the first Law Review meeting were available at the Board meeting.

CONSIDERED:

- (a) Whether the proposed membership of the Law Review panel was sufficient as it included two University of Warwick Law programme moderators and one external member from Stratford upon Avon College: Mr Waldron.
- (b) Whether a second external member of staff, currently acting as a moderator, should be invited to join the review panel.
- (c) Whether an independent review of the whole HEFP be conducted by an external review: preferably from another university. Members of the HEFP Board have conducted foundation level reviews at other universities and would be able to propose a model, if required.

RESOLVED:

- (d) That the membership of the Law Review be extended to include one additional independent member.
- (e) That Dr Flint (moderator for Biology) be approved as the independent member of the Law Review.
- (f) That the Board of Studies consider for the future development of the Programme whether the whole HEFP be reviewed at a future meeting.

14/2005-6 Science/Engineering External Examiner

RECEIVED:

The cv for Dr Kelsall, University of Leeds in respect of the HEFP Science/Engineering external examiner vacancy.

RECOMMENDED:

- (a) That Dr Kelsall be appointed as external examiner for the Science/Engineering HEFP.
- (b) That the procedure for the final approval of external examiners be checked with Dr Taylor and the University Secretary as currently the HEFP Board of Studies does not report to Steering for final approval of the appointment of an external examiner.

15/2005-6 EU Students

RECEIVED:

An oral report from Ms Johnson noting that the departments of Law, Psychology, Chemistry, Biology, Computer Science and the School of Engineering had replied positively regarding considering suitably qualified HEFP students for places on undergraduate degrees for both the EU and overseas categories.

REPORTED:

- (a) That the colleges would welcome the diversity that widening recruitment may provide.
- (b) The academic fee is the same for both EU and non-EU students, currently £8,700.

RESOLVED:

- (c) That suitably qualified students from EU countries be encouraged to apply for the HEFP and that the representatives be informed of the widening recruitment opportunities.

16/2005-6 QUAD Research

RECEIVED:

A report from the departure questionnaires from the 2004-5 academic year had been prepared by QUAD Research for the first time.

CONSIDERED:

The report was not well-received and the Board considered the quality patchy and lacking in focus.

RECOMMENDED:

That the departure questionnaires be analysed in the International Office covering:

- (a) Subject specific report
- (b) HEFP comparisons year on year

That although the departure questionnaire had not changed for several years, Dr Procter would review the format.

17/2005-6 Any Other Business

There being no further business the meeting concluded at 3.30pm.